

Application for a Licence  
under  
***The Worker Recruitment and Protection Act***

*The Worker Recruitment and Protection Act* requires the following persons to hold a licence issued by Employment Standards. **It is an offence to engage in these activities without a valid licence.**

**Employment Agency Business** means the activities of finding individuals – other than child performers or foreign workers – for employment, or finding employment for such individuals

**Foreign Worker Recruitment** means the following activities, whether or not they are provided for a fee: finding one or more foreign workers for employment in Manitoba; finding employment in Manitoba for one or more foreign workers.

**Child Talent Agency Business** means the following activities that are carried out for a fee: promoting a child performer; finding or offering or promising to find, work for a child performer

**Child Performer Recruitment** means the activities of auditioning, scouting or recruiting a child under the age of 17 for the purpose of referring the child to a person engaged in a child talent agency business

Employment Standards must determine whether the applicant meets the requirements of licensing. In order to do so, Employment Standards may conduct any investigation necessary into the character and history of the applicant and its key business relationships to evaluate eligibility.

*Section 6 - The Worker Recruitment and Protection*

### Completion of Forms

- You must answer every question on the application. If a particular question does not apply, state N/A. If there is not enough space for an answer, complete your answer on a separate sheet, sign and date the sheet, and attach it to this form.
- All consent areas and authorizations on the application must be signed and dated
- Make a copy of the completed application form and attachments for your records
- Faxed copies are not acceptable. Mail or deliver the package to:

Employment Standards Branch  
604 - 401 York Avenue  
Winnipeg, Manitoba R3C 0P8

### Warning

It is a serious offence to knowingly provide false information on this application and any attachments. Do not misrepresent or omit any material fact(s) as every statement made is subject to verification. The provision of false, incomplete or misleading information or the omission of information on this application or any attachments, or the failure to notify Employment Standards of any material changes to this information that occur following the application being filed may result in the refusal, suspension, or revocation of the licence.

**The Worker Recruitment and Protection Act strictly prohibits charging fees to people seeking or finding work**

Employment Standards Branch  
604—401 York Avenue  
Winnipeg Manitoba R3C 0P8  
Phone: (204) 945-3352  
Toll free: 1-800-821-4307  
Fax: (204) 948-3046  
www.manitoba.ca/labour/

**Form 1**  
**Application**  
for a Licence to operate an  
**Employment Agency**  
**Business**



Internal use only:

If you are engaged in **foreign worker recruitment** you must hold an additional, individual licence under this Act authorizing you to bring foreign workers to Manitoba. Please apply using Form 2.

I, \_\_\_\_\_ of \_\_\_\_\_  
Name of Applicant Home Address of Applicant  
\_\_\_\_\_  
Name of city, town or village Province Postal code  
\_\_\_\_\_  
Daytime Phone number Email address

hereby apply for a licence to operate an employment agency business, and place employees in Manitoba under the name:

\_\_\_\_\_  
Name or proposed name of company

\_\_\_\_\_  
Business Mailing Address

\_\_\_\_\_  
Name of city, town or village

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal code

\_\_\_\_\_  
physical address of agency if different from mailing address

Provide a description of the agency's operation (type of employees, industry or type of employer, methods of recruitment etc.):

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Application for Licensing of an Employment Agency Business**  
*The Worker Recruitment and Protection Act C.C.S.M. c.W197*

1. The annual fee for a licence is \$100. Please make cheques payable to *The Minister of Finance*. Send the fee with the application to the address that appears in the top left corner of this page
2. Where a licence is refused, the applicant will be returned the fee
3. Every licence issued under the Act, unless sooner suspended or cancelled is valid for one year from the day it is issued

**Notes**

1. You are **not required** to hold an employment agency business licence under this Act if you are: a person who finds employees for their employer or an agency of the government or a municipality.
2. A worker must not directly or indirectly be charged a fee for seeking or finding employment
3. A decision to refuse a licence may be appealed to the Court of Queen's Bench by filing an application with the court within 14 days after a copy of the decision is served.

**The Worker Recruitment and Protection Act strictly prohibits charging fees to people seeking or finding work**